

CITIZENS' INDEPENDENT TRANSPORTATION TRUST (CITT)

Budget & Finance Committee

Thursday, May 13, 2004

Stephen P. Clark Center

111 NW 1st Street

10th Floor Conference Room

9:00 am

Summary of Minutes

MEMBERS PRESENT:

Theodore Wilde, Chairman
Franklin Kelly

Hon. John Cosgrove
Miles Moss

COUNTY ATTORNEY:

Bruce Libhaber

OTHERS PRESENT:

Hilda Fernandez, Executive Director, Office of CITT (OCITT)

Patty David, OCITT

Jack Furney, OCITT

Regla Lee, Miami-Dade Transit (MDT)

Alberto Parjus, MDT

Betty Alexander, Department of Business Development

Marlene Amaro, OCITT

Michelle Brown, MDT

Pepe Valdes, OCITT

Clinton Forbes, MDT

ROLL CALL

Mr. Theodore Wilde, Chairman, called the meeting to order at 9:20 a.m. He asked that the agenda be taken out of order due to a lack of a quorum and requested staff to report on the action items.

ACTION ITEM

- 6B.** RESOLUTION BY THE CITIZENS' INDEPENDENT TRANSPORTATION TRUST (CITT) APPROVING THE ACTION OF THE MIAMI-DADE BOARD OF COUNTY COMMISSIONERS (BCC) AUTHORIZING EXECUTION OF A JOINT PARTICIPATION AGREEMENT (JPA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR \$450,000 IN STATE FUNDS TO BE PROVIDED FOR THE SOUTH MIAMI PEDESTRIAN OVERPASS AND AUTHORIZING THE COUNTY MANAGER TO RECEIVE AND EXPEND FUNDS AND TO COMMIT UP TO \$450,000 IN PEOPLE'S TRANSPORTATION PLAN (PTP) SURTAX FUNDS AS A LOCAL MATCH, AS SPECIFIED IN THE JPA.

Ms. Hilda Fernandez, Executive Director, OCITT, reported that the Project Review Committee voted in favor of the South Miami Pedestrian Overpass on May 12, 2004. The BCC also approved the item on May 11, 2004, authorizing the execution of a Joint Participation Agreement. Ms. Fernandez explained the item in detail (a copy of the Executive Director's memorandum was distributed). Mr. Alberto Parjus, MDT, added that the preliminary design total cost is \$6 million. If South Miami should want to enhance the design, it will need to pay for any additional cost. Mr. Wilde asked that the minutes reflect that if the project increases monetarily over the amount stated, the CITT should not commit any further PTP funding until South Miami commits its share of the project.

Mr. Wilde asked MDT staff to provide the committee with a breakdown of projects included in the \$40 million annually for "Rail Rehabilitation and Renewal" that was listed in the Pro Forma.

Mr. Wilde announced a quorum with John Cosgrove's presence at 9:45 a.m.

Mr. Miles moved to approve item 6B. The motion was seconded by Franklin Kelly and carried without dissent.

APPROVAL OF AGENDA

Mr. Moss moved to approve the agenda. The motion was seconded by Mr. Kelly and carried without dissent.

CITIZEN'S COMMENTS

None

APPROVAL OF MINUTES- APRIL 22, 2004

Mr. Cosgrove moved to approve the minutes. The motion was seconded by Mr. Kelly and carried without dissent.

REPORTS

Update on RFP 427a (CITT Financial Consultant) and Scope of Services

Ms. Fernandez reported that at the last BCC Transportation Committee (TC) the item was placed on the agenda as a "discussion only item". She explained that previously the Selection Committee recommended rejecting and reissuing the competitive process. In addition, there was a recommendation made by the Review Committee of the Department of Business Development to establish goals and measures to include a selection factor which was set at 10% for a certified firm. That recommendation was forwarded with the reissued RFP. Some of the members of the TC expressed concerns and recommended that adjustments be made to facilitate the establishment of participation goals in the competitive RFP. Ms. Fernandez provided the committee with an overview of the "Scope of Services" and a copy of the slightly revised Scope of Services was distributed. She also mentioned that the Review Committee met yesterday and that the new participation goals were set at 5% BBE (Black Business Enterprise), 5% HBE (Hispanic Business Enterprise), and 15% WBE (Women Business Enterprise).

Mr. Cosgrove mentioned that he met with Commissioner Joe Martinez and he had suggested for the CITT to consider language in the "scope of services" for architect or engineering services. Ms. Fernandez replied that if those services were going to be included the RFP it would need to be pulled and redone. However, there are other existing county contracts available for the CITT to access architecture and engineering services.

Ms. Fernandez also commented that Commissioner Bruno Barreiro directed staff to compile a list of financial reports that have been developed by other county departments that can be provided to the CITT for information. Staff has requested copies of any reports from MDT, PWD and the County Finance Director for a listing of any financial reports and their response was that they do not have any reports available. In addition, Ms. Fernandez stated that Commissioner Barreiro's staff has been notified.

CITT Monthly Report

Ms. Fernandez provided the committee with the updated report on the "Cash Analysis of Charter County Transit Surtax" (a copy of the report was distributed). She noted that there may be a shortfall of revenue of approximately \$13 million.

MDT Budget Presentation

Ms. Michelle Brown, MDT, stated that the initial request for PTP funds reimbursement has been amended for FY 03. In addition, she stated that MDT anticipates that other amendments will be forthcoming. Ms. Brown also mentioned that the previous request for \$34,343,607 for bus acquisitions has been amended because MDT is currently pursuing utilizing bonds to purchase the buses. Mr. Wilde asked to meet with OCITT staff and MDT staff to review the Workplan in more detail. Ms. Fernandez commented that the "MDT Annual Surtax Workplan for FY 02-03" was provided to staff prior to the meeting and the Annual Workplan needs to be analyzed and reviewed by OCITT staff before it is forwarded to the CITT for approval. Mr. Wilde clarified that the CITT will only approve the annual Work plan not the specific reimbursement requests, which are to be handled by OCITT Staff; OCITT staff needs to review and keep the proper documentation.

ACTION ITEMS

6A RESOLUTION BY THE CITIZENS' INDEPENDENT TRANSPORTATION TRUST (CITT) APPROVING THE ACTION OF THE MIAMI-DADE BOARD OF COUNTY COMMISSIONERS (BCC) AUTHORIZING MIAMI-DADE TRANSIT (MDT) TO SECURE AN INDEPENDENT, CERTIFIED MEMBER APPRAISAL INSTITUTE (MAI) OR ACCREDITED SENIOR APPRAISER, AMERICAN SOCIETY OF APPRAISERS (ASA) TO PERFORM PROPERTY APPRAISALS ON AN AS-NEEDED BASIS, IN ACCORDANCE WITH ESTABLISHED COUNTY APPRAISER SELECTION PROCEDURES, IN A BLANKET AMOUNT NOT TO EXCEED \$75,000.00.

Mr. Cosgrove noted that the item was discussed at the PRC and the committee forwarded the item with a favorable recommendation. Mr. Cosgrove moved to approve item 6A. The motion was seconded by Mr. Moss and carried without dissent.

CITIZEN'S COMMENTS

None

Mr. Wilde reminded members of the American Public Transportation Association (APTA) Conference scheduled for June 6–9, 2004.

ADJOURNMENT

The Budget & Finance committee adjourned at 10:35 a.m.

Theodore Wilde, Chairman

*****MINUTES ARE IN SUMMARY FORM*****
FOR VERBATIM TRANSCRIPTIONS OF THIS MEETING PLEASE REQUEST COPIES OF
THE TAPE FROM THE MIAMI-DADE OCITT OFFICE AT 305-375-3481